

AGENCY OF EDUCATION  
Montpelier, Vermont

**TEAM:** School Finance

**ACTION ITEM:** Will the State Board of Education approve The North Coast College (NCC) as the designated entity pursuant to 16 V.S.A. § 175, to act as permanent repository for New England Culinary Institute's (NECI's) student academic records?

**SECRETARY'S RECOMMENDED ACTION:**

That the State Board of Education approves The North Coast College as the designated entity pursuant to 16 V.S.A. § 175, to act as the permanent repository for the New England Culinary Institute's student academic records.

**STATUTORY AUTHORITY:** 16 V.S.A. § 175  
State Board Rule 2250

**BACKGROUND INFORMATION:**

1. State statute requires a postsecondary institution proposing to discontinue its course of instruction to take several steps regarding student academic records. The institution must inform the State Board, prepare the academic record of each former and current student in a form satisfactory to the State Board, and deliver the records to the entity designated by the State Board. The State Board has promulgated rules consistent with statute.
2. The statute and rules do not state any criteria that the State Board should consider when designating an entity to act as permanent repository for a closing institution's student academic records. The statute states that students and former students "shall be entitled to copies of their records" after paying a "reasonable" fee. 16 V.S.A. § 175(c).
3. NECI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), through which NECI prepared a teach-out plan, which was approved on October 15, 2020.
4. NECI sent written notification to the Agency of Education that it is discontinuing operations at the campus in Montpelier on April 16, 2021. NECI informed faculty, employees, and students on November 5, 2020 of its intent to teach-out.
5. During the teach-out student records will remain available at the campus, which is currently at NECI's office on the campus of the Vermont College of Fine Arts in Montpelier. When the institution

closes, the campus will prepare academic records, financial aid information, and other records for permanent archiving at NECI's parent college, The North Coast College in Ohio. NCC will store these records on behalf of NECI and in compliance with the applicable record retention requirements specified by the regulations governing Title IV of the Higher Education Act, as amended. Currently and after the campus completes the teach-out and closes its campus, alumni and students may request transcripts online via the web document service Parchment at [www.Parchment.com](http://www.Parchment.com). During the teach-out students can also request transcript assistance through the campus office. After the campus closure, in addition to Parchment services, graduates and former students wanting a transcript will be able to access the link posted on the NECI's website, which will enable them to order a certified copy of their NECI transcript from The North Coast College.

**FISCAL IMPLICATIONS:** none

**STAFF AVAILABLE:**

Cassandra Ryan, Director of Regulatory Compliance and Risk Management